

DRAFT MINUTES
BOARD OF SELECTMEN/BUDGET COMMITTEE
JOINT MEETING
16 SEPTEMBER 2013

Members Present: Selectmen: Terry Jarvis (Chair), Jeff Kratovil, David Swenson; Budget Committee members: David Curry (Chair), Adam Buehne, Dave Shagoury, Rudy Rosiello, Tony Bonanno.

Note: Terry Jarvis is also the Selectmen's Representative to the Budget Committee, when acting as a Selectman she will be identified as Chair Jarvis when acting as a Budget Committee member she will be identified as Ms. Jarvis.

Also Present: Town Administrator Jeremy Bourgeois, Finance Officer Vickie Blackden, Highway Department Office Manager/Town Historian Cathy Orlowicz, Videographer Jim Ladd, Baysider Reporter/resident Elizabeth Cantrall.

Not Present: J.R. Jones

Chair Jarvis called the Board of Selectmen meeting to order at 7:02 pm and informed the public that she is also the Selectmen's Representative to the Budget Committee. Chair Jarvis also stated the Budget Committee has a couple of housekeeping items to attend to which were a result of a lack of a quorum at their 31 July 2013 meeting.

Chair Curry called the Budget Committee meeting to order at 7:03 pm.

Housekeeping Items

Budget Committee Chair David Curry stated there was a question as to the composition of the Budget Committee. Chair Curry stated research was done and it was found that the Budget Committee is to consist of six at-large members, one member from the Copple Crown Village District, and one Selectmen's Representative. Chair Curry stated at the 31 July 2013 meeting there were five people present but the Committee did not truly have a quorum as Mr. Bonanno was the fifth person and he had not yet been appointed.(A quorum of the Budget Committee would be five people).

Chair Curry stated two votes were taken at the 31 July 2013 meeting: to approve the minutes of 24 April 2013 and to appoint Tony Bonanno as a Committee member. Chair Curry stated these actions should be re-done.

Mr. Shagoury made a motion to approve the minutes of 24 April 2013 as amended. Mr. Rosiello seconded the motion. The motion was unanimously approved by the Budget Committee members.

Chair Curry informed the audience and viewing public that the Committee had received three applications for a vacancy on the Budget Committee: Paddy McHale, David Bickford, and Tony Bonanno. Chair Curry continued to state he and the Town Moderator reviewed the applications and after review Mr. Bonanno was chosen. **Chair Curry made a motion to appoint Tony Bonanno as a member of the Budget Committee. Ms. Jarvis seconded the motion. The motion was unanimously approved by the Budget Committee members.**

Review of Minutes

Committee members reviewed the minutes of 31 July 2013. There was some concern that since no quorum was present the work product that resulted from the 31 July 2013 meeting could be invalidated. Chair Curry suggested adding the minutes of 31 July 2013 as an addendum to today's minutes. Ms. Jarvis suggested noting that 'members agreed to leave the meeting' as opposed to a motion for adjournment in the 31 July 2013 minutes. Some other corrections were made. Ms. Jarvis noted that since there was no quorum minutes did not need to be approved but should be adopted or accepted.

2014 Budget

Committee and Board members discussed budget objectives. Chair Curry stated he would like to know from the Selectmen what guidelines they have put out so the Committee can ensure compliance and also any operations or staffing changes the Selectmen are putting into effect.

Committee members reviewed the 2014 Budget Process Guidelines document and the Budget review schedule. Chair Jarvis explained the document and stated the Board is hoping the guidelines will streamline the budgeting process.

Chair Jarvis informed Committee members of two items that would positively impact the tax rate. Chair Jarvis stated the Selectmen voted to use \$25,000.00 of collected Impact Fees to go toward the School's tax rate and the Town received just under \$40,000.00 as a result of litigation involving the Local Government Center.

Chair Jarvis stated the Town's contract with Municipal Resources, Inc is up in March. Chair Jarvis stated if the Board decides not to renew the contract they will need to look into the costs affiliated with hiring a Town Administrator.

Chair Curry asked if there were any significant changes in staffing. Town Administrator Bourgeois stated the Selectmen will need to decide what they are going to do about the Highway Department position. Chair Jarvis stated the position was vacated on 31 December 2012 and in

June 2013 the position was filled with a full-time seasonal individual. Chair Jarvis stated the Board needs to evaluate whether the seasonal position is sufficient. Selectman Swenson noted that the position was budgeted as a full-time position for 2013 so if the Board decided to reduce the position to part-time there would be a decrease otherwise the full-time head count would stay the same.

Chair Jarvis stated the Fire Chief's salary that had been rumored to be increasing by \$28,000.00 is incorrect. Chair Jarvis stated the Board agreed on a salaried position based on 30 hours. Budget Committee member Shagoury asked if there were any benefits involved. Chair Jarvis stated no. Chair Jarvis continued to state in the Town of New Durham an employee must work 40 hours to be eligible for benefits.

Selectman Kratovil made a motion to repeal his previous motion of turning the Fire Chief position into a salaried position and turn it back into an hourly position.

Selectman Swenson stated he felt the motion was inappropriate for a joint meeting and the issue should be discussed at a regular Board of Selectmen's meeting.

The motion dies for lack of a second.

Selectman Kratovil made a motion to discontinue the pursuit of a new Fire Chief.

Selectman Swenson again stated he felt the motion was inappropriate for a joint meeting and the issue should be discussed at a regular Board of Selectmen's meeting.

The motion dies for lack of a second.

Chair Jarvis asked what the Board of Selectmen can do to help the Budget Committee get the information it needs. Chair Jarvis suggested passing on any information the Selectmen receive from the various Departments via group e-mails. Committee members felt this was a good idea.

Chair Curry thanked the Selectmen for the effort that has gone into the '2014 Budget Process Guidelines' document and also stated, he felt, zero based budgeting is a good process to follow.

Selectman Kratovil stated that though some money collected through Impact Fees has gone towards the school portion of the taxes, this amount is likely to be offset by employee raises. Selectman Kratovil stated he objects to a third year of merit raises across the Board and asked the Committee to think about that. Chair Curry stated that decision should be made by the Selectmen before it gets to the Committee. There was discussion regarding the employment of full-time employees, part-time employees, or contracted services and what is in the best interest of the Town.

Highway Office Manager Orlowicz asked if the schedule passed out is the schedule Department Heads need to adhere to. Chair Jarvis stated yes. Ms. Orlowicz asked when the schedule would be sent to the Department Heads. Town Administrator Bourgeois stated tomorrow.

At 8:22 pm Chair Jarvis made a motion to adjourn the Board of Selection's portion of the meeting. Selectman Swenson seconded the motion. The motion was unanimously approved.

Budget Committee member Shagoury made a motion to adjourn the Budget Committee portion of the meeting and to attach the corrected notes of 31 July 2013. Mr. Rosiello seconded the motion. The motion was approved with four affirmative votes (Shagoury, Bonanno, Curry, Swenson) and two abstentions (Jarvis, Buehne).

Respectfully submitted,

Amy Smith
Recording Secretary